

Beit Am Building Use Committee Charter

Purpose: The Building Use Committee reviews requests for use of Beit Am facilities and approves or denies the request.

Membership: Committee Membership shall be composed of a Chair, who shall be appointed by the President of the Board. Additional committee members shall consist of Board member (operations portfolio), Board member (religious affairs portfolio), and at least one Beit Am member-at-large. The member(s)-at-large shall be appointed by the Chair and approved by the President of the Board. The Office Administrator shall be a non-voting member.

Meetings: Meetings shall be convened as needed, based on rental requests. A majority of Committee members constitutes a quorum, and all Committee decisions require a vote by a majority of members present at a meeting at which a quorum exists. Electronic voting is governed by the Beit Am Electronic Participation Policy.

Scope of Responsibility: The Committee will review each submitted Facilities Use Request Form and Beit Am Rental Agreement to ensure compliance with the provisions of the Beit Am Building Use Policy.

The Committee is authorized to refuse to rent and/or allow use of the Beit Am facilities and properties to any individuals, groups, or organizations when requests are not aligned with Beit Am values, mission, or operational procedures and practices.

The Committee has the right to cancel any event due to severe weather, emergencies, or other extenuating circumstances.

When evaluating Facility Use Requests and Beit Am Rental Agreements, the Committee shall be guided by the Beit Am Building Use and Kitchen Policies and terms of the Rental Agreement.

The Chair of the Committee or the Board President is authorized to sign the approved Rental Agreement.

After the event, the Committee will arrange to inspect the building to determine whether charges should be assessed against the renter's cleaning and damage deposit, and whether additional charges beyond the deposit are warranted. Any disputes concerning damages shall be directed to the Board.

Limitations of the Committee: Board approval is required for requests to rent the building for events that are advertised and/or open to the general public. Such requests are to be forwarded to the Board along with the Committee's recommendation regarding approving or denying the request.

Records and reporting: The Committee will report semi-annually or as needed to the Board. The Committee shall keep records of all Facility Use Requests, including applicant name, requested usage, Committee decision (including explanation for any denial), and any building use issues such as failure to follow Building Use or Kitchen Policies or damage to the building.

Approved by the Beit Am Board on July 10, 2019